Electronic Profile (e-Profile) Overview For Units

March 9, 2011

AGENDA

- eProfile overview
- How to access e-Profile
- How to register for e-Profile access
- Unit roles/capabilities
- How to approve account requests
- How to view profiles
- Resources and assistance

e-Profile Tool

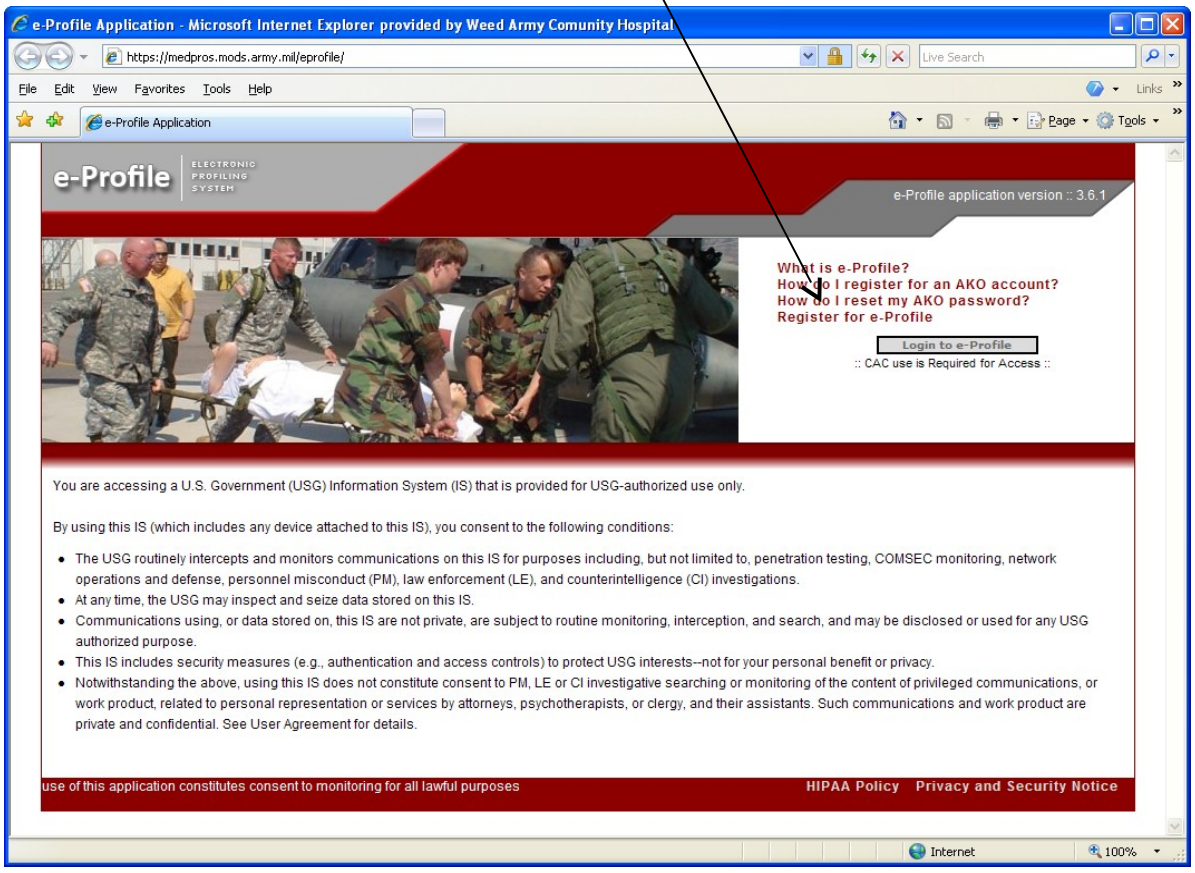
- e-Profile tracks Soldiers who have a temporary or permanent condition that may render them medically not ready to deploy
  - Provides fully automated profile process, from DA Form 3349 entry to routing final profile to Commander
  - Standardizes profiling process
  - Uses smart logic to complete DA Form 3349, including PULHES determination
  - Provides view of active and historical profiles
  - Eliminates duplicate entry and pocket profiles
  - Automatically updates MEDPROS and the Total Army Personnel Data Bases (TAPDB)
  - History
    - Initially created for the Army National Guard in 2003
    - US Army Reserve implemented 1 October 2009
    - Active Army implemented January 2010

How to Access e-Profile

- To access e-Profile, you must have an active AKO account and a Common Access Card (CAC). You must register your CAC on AKO in order to login to e-Profile.
- Go to MODS at http://www.mods.army.mil , click on the e-Profile link (left column)
- Or go directly to the e-Profile Home Page (https://medpros.mods.army.mil/eprofile/) and select 'Register for e-Profile'

How to Register for e-Profile Access

To register for eProfile, select ‘Register for eProfile’ near top right:


e-Profile Application - Microsoft Internet Explorer provided by Weed Army Comunity Hospital
https://medpros.mods.army.mil/eprofile/
File Edit View Favorites Tools Help
e-Profile Application
e-Profile
ELECTRONIC PROFILING SYSTEM
e-Profile application version :: 3.6.1
What is e-Profile?
How do I register for an AKO account?
How do I reset my AKO password?
Register for e-Profile
Login to e-Profile
:: CAC use is Required for Access ::
You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.
By using this IS (which includes any device attached to this IS), you consent to the following conditions:
The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
At any time, the USG may inspect and seize data stored on this IS.
Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.
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HIPAA Policy
Privacy and Security Notice
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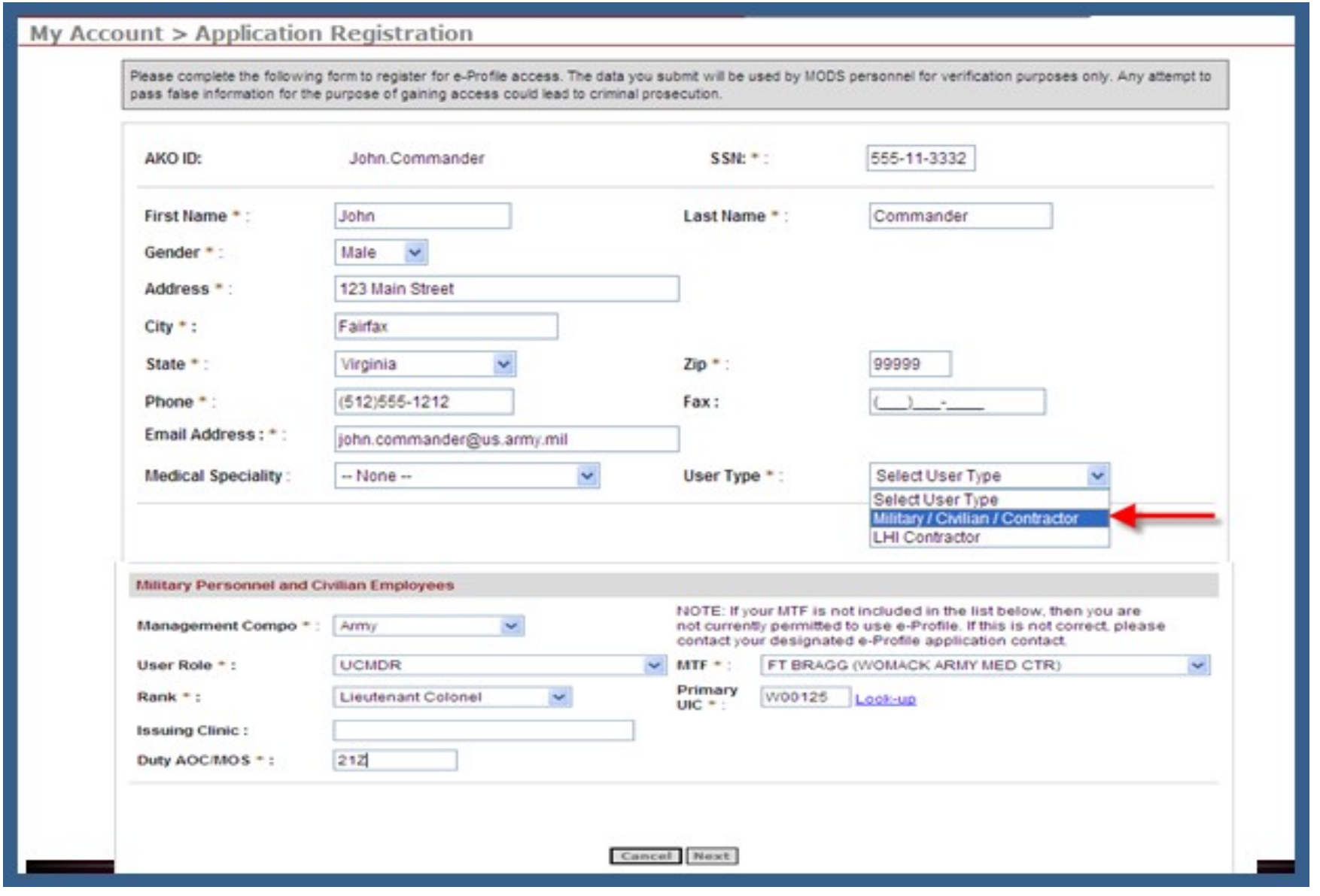
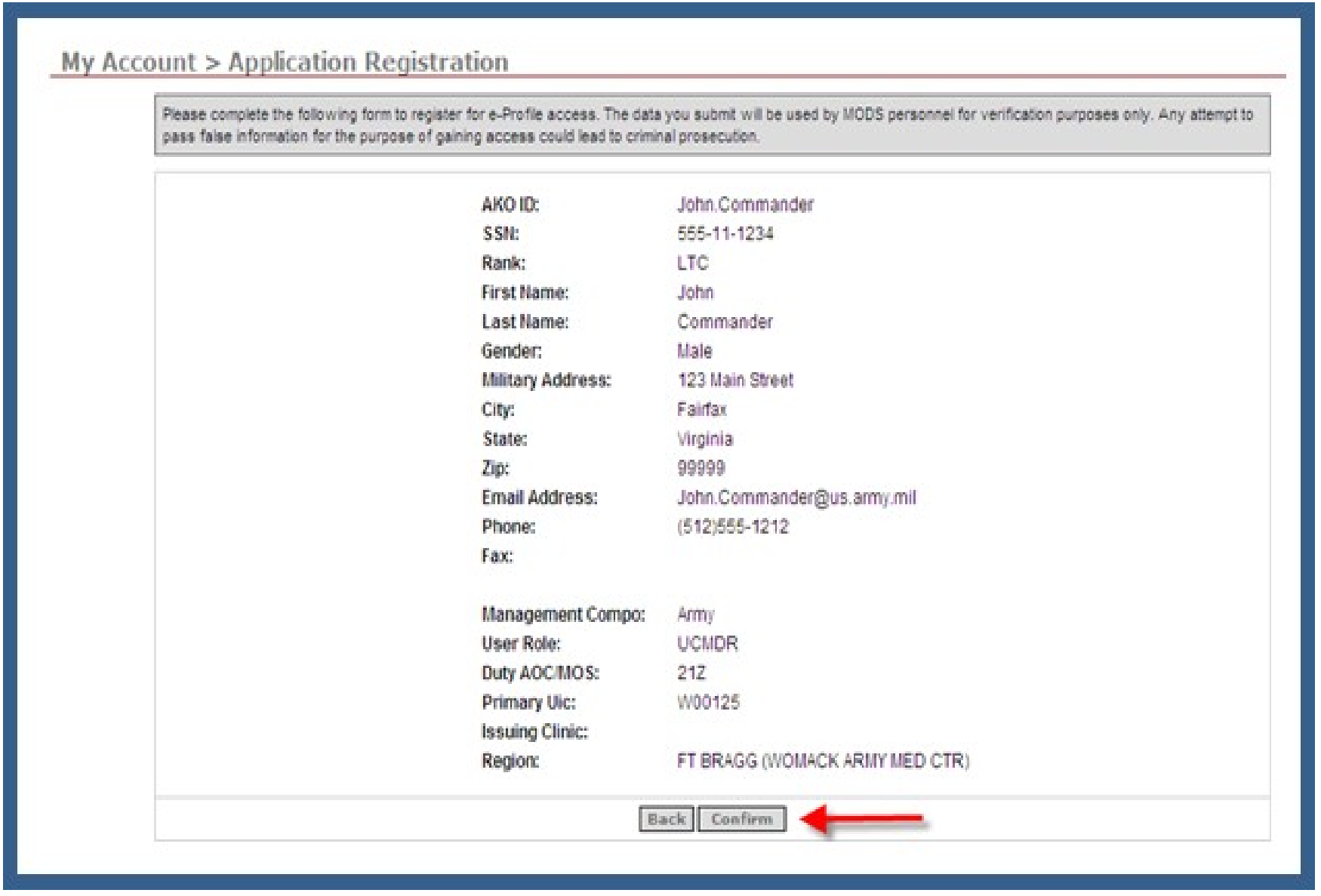
Registration Page



Registration Page (cont)


My Account > Application Registration
Please complete the following form to register for e-Profile access. The data you submit will be used by MODS personnel for verification purposes only. Any attempt to pass false information for the purpose of gaining access could lead to criminal prosecution.
AKO ID: John.Commander
SSN: 555-11-1234
Rank: LTC
First Name: John
Last Name: Commander
Gender: Male
Military Address: 123 Main Street
City: Fairfax
State: Virginia
Zip: 99999
Email Address: John.Commander@us.army.mil
Phone: (512)555-1212
Fax:
Management Compo: Army
User Role: UCMDR
Duty AOC/MOS: 21Z
Primary Uic: W00125
Issuing Clinic:
Region: FT BRAGG (WOMACK ARMY MED CTR)
Back
Confirm

How to Register for e-Profile Access (continued)

- Confirm information is correct.
- Select “Back” to make any modifications or confirm.
- You receive an auto-generated email upon approval.

User Roles

- e-Profile is a Role Based system

Role	Profile	Admin
Deputy Command of Clinical Services (DCCS)	Create Extend / Downgrade Expire Submit	View User List View User Details Manage User Permissions Approve Users Manage Expiring Users Manage Users
MEB Doctor	Create Extend / Downgrade Expire Submit	View User List View User Details Manage User Permissions Approve Users Manage Expiring Users Manage Users
Physician	Create Extend / Downgrade Expire Submit	None
Physician Assistant/Nurse Practitioner	Create Extend / Downgrade Expire Submit	None
Physician Clerk	Create Extend / Downgrade	None
Care Manager	Create Extend / Downgrade Expire Submit	None

User Roles (continued)

Role	Profile	Admin
Installation Administrator	View	View user list View user details Manage user permissions Manage message board Approve users Manage expiring users Manage users
Unit Administrator	View	View user list View user details Manage user permissions Manage message board Approve users Manage expiring users Manage users
Unit Manager	View 40-501 regulation has been met 40-501 regulation has not been met	View user details Approve users Manage expiring users Manage users
Unit Commander (UCMDR)	View Provide Comments	None
Company Commander Clerk	View	None
Personnel Admin Clerk (PEBLO)	View 40-501 regulation has been met 40-501 regulation has not been met	None

Commander Responsibilities

- Register for access to e-profile.
- View Soldiers profiles in e-profile
- Designates personnel for e-Profile roles.
- Restrict authorized users to those with a valid need for access to protected health information.

Unit Administrator Responsibilities/Capabilities

- Approve user registration for personnel assigned to Brigade and lower (“Unit Commander” and “Commander Clerk” roles) and “Unit Managers”,
- generate reports
- query/print profiles
- view Medical Evaluation Board (MEB) and Physical Evaluation Board (PEB) status.

Unit Manager Responsibilities/Capabilities

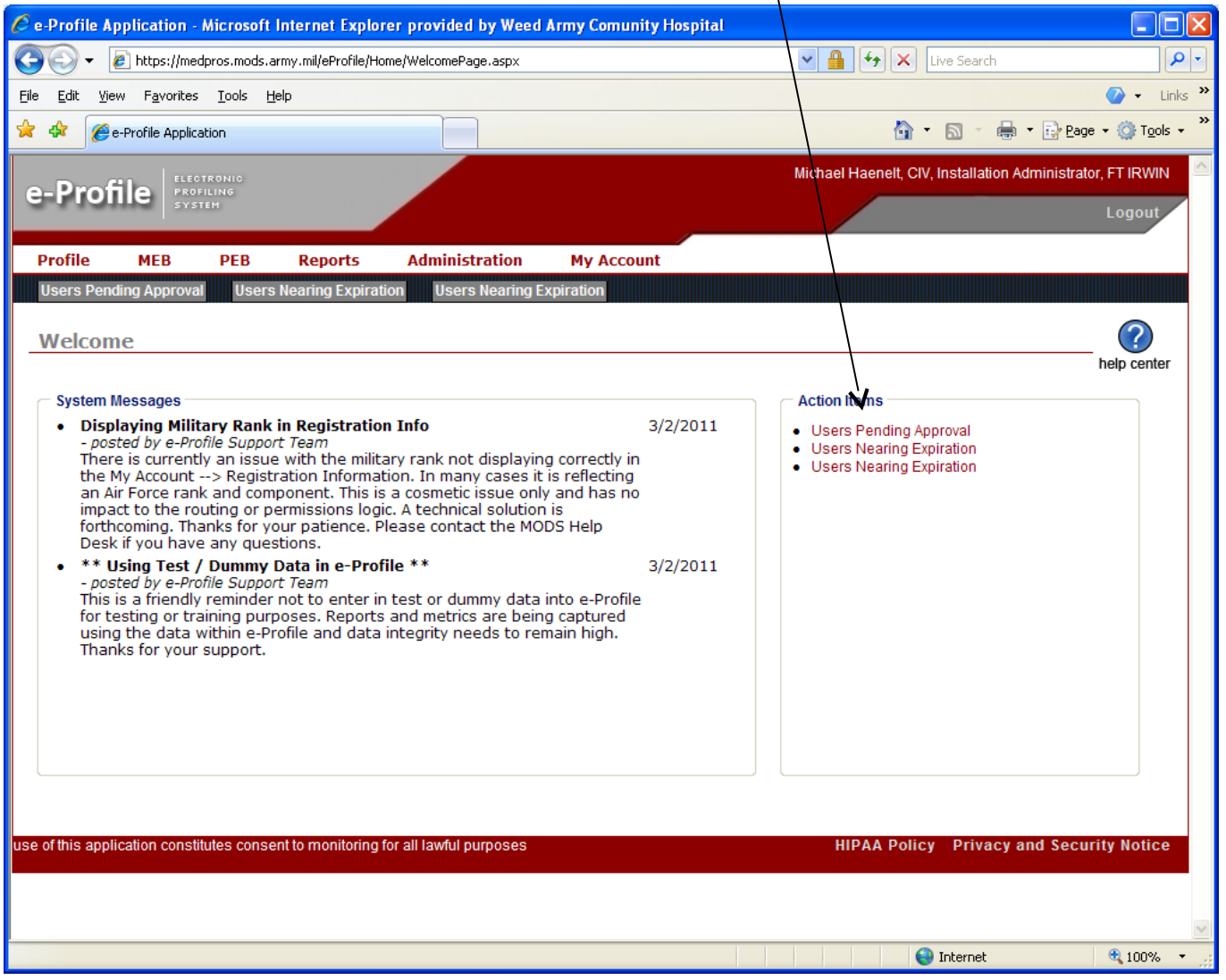
- Approve user registration for personnel assigned to Battalion and below (“Unit Commander” and “Commander Clerk” roles)
- generate reports
- query/print profiles
- view Medical Evaluation Board (MEB) and Physical Evaluation Board (PEB) status.

Commander Clerk Responsibilities/capabilities

- For personnel acting as the Commander's designee, such as the First Sergeant, NCOs, Brigade/Battalion Surgeons, etc.—not needed here since we only have one NTC surgeon?
- Query profiles
- View Medical Evaluation Board (MEB) and Physical Evaluation Board (PEB) status.

How to approve eProfile account requests

Upon login, you'll see
'users pending approval'


e-Profile Application - Microsoft Internet Explorer provided by Weed Army Comunity Hospital
https://medpros.mods.army.mil/eProfile/Home/WelcomePage.aspx
File Edit View Favorites Tools Help
e-Profile Application
e-Profile
ELECTRONIC PROFILING SYSTEM
Michael Haenelt, CIV, Installation Administrator, FT IRWIN
Logout
Profile MEB PEB Reports Administration My Account
Users Pending Approval
Users Nearing Expiration
Users Nearing Expiration
Welcome
help center
System Messages
Displaying Military Rank in Registration Info 3/2/2011
- posted by e-Profile Support Team
There is currently an issue with the military rank not displaying correctly in the My Account --> Registration Information. In many cases it is reflecting an Air Force rank and component. This is a cosmetic issue only and has no impact to the routing or permissions logic. A technical solution is forthcoming. Thanks for your patience. Please contact the MODS Help Desk if you have any questions.
** Using Test / Dummy Data in e-Profile ** 3/2/2011
- posted by e-Profile Support Team
This is a friendly reminder not to enter in test or dummy data into e-Profile for testing or training purposes. Reports and metrics are being captured using the data within e-Profile and data integrity needs to remain high. Thanks for your support.
Action Items
Users Pending Approval
Users Nearing Expiration
Users Nearing Expiration
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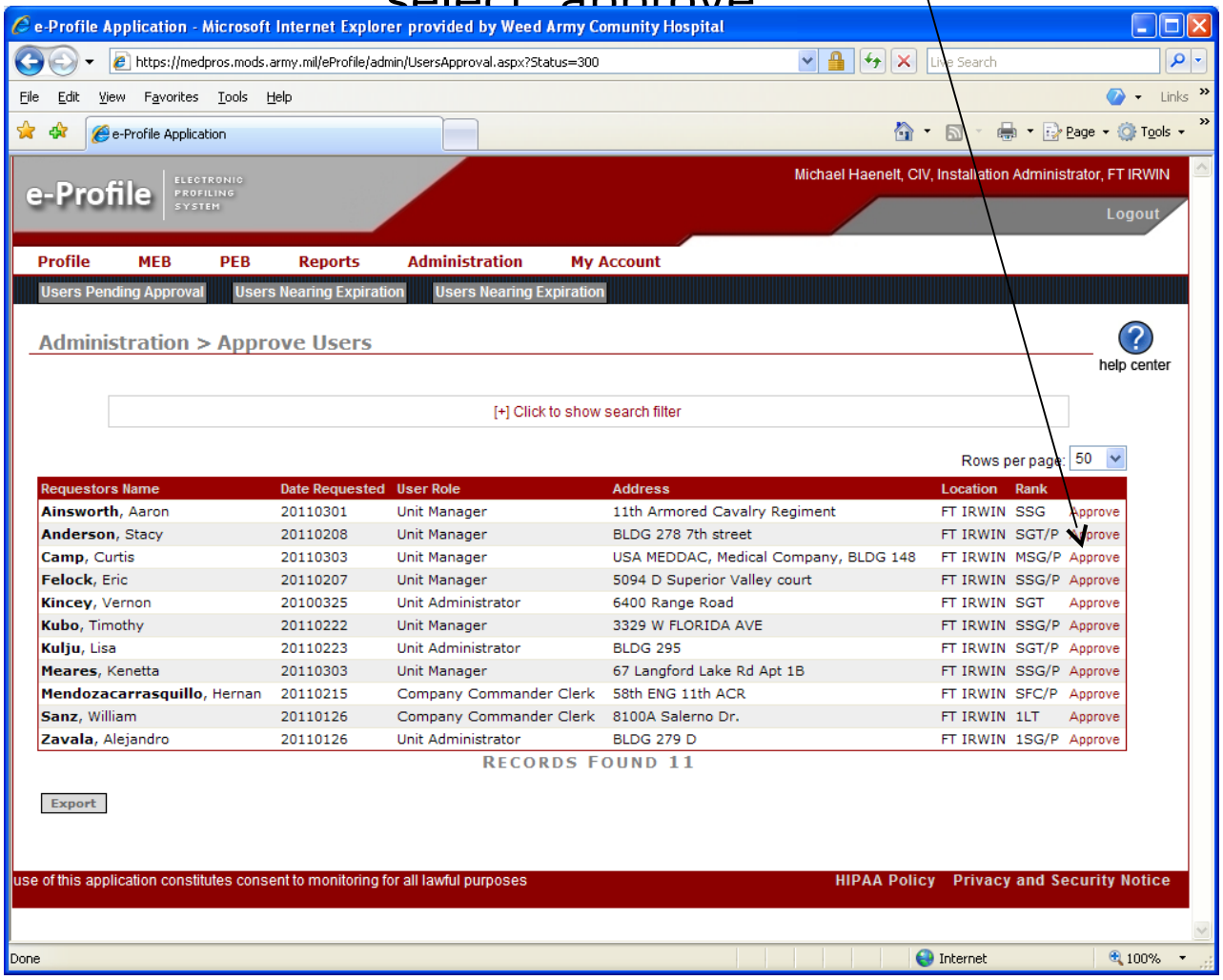
How to approve eProfile account requests

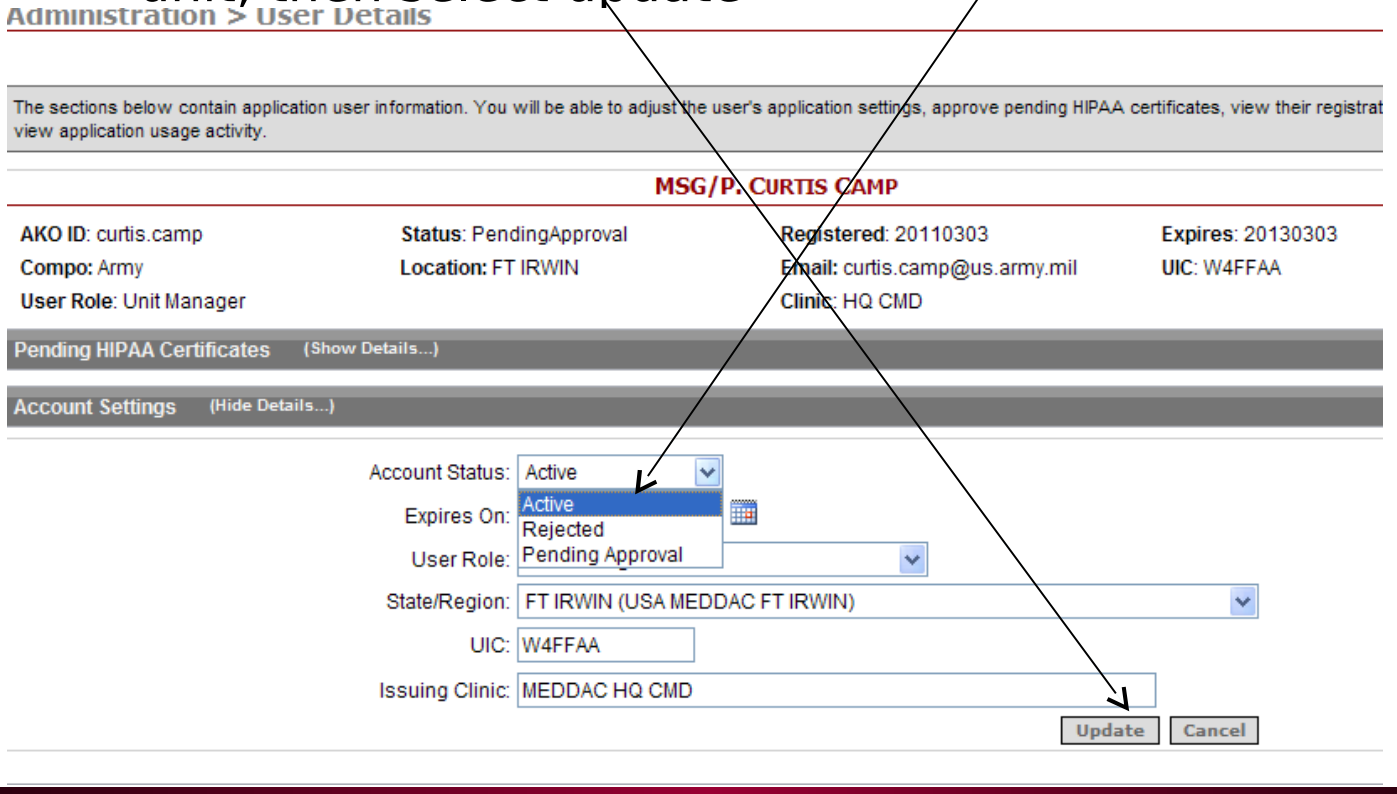
From this page, find the request for your unit, and select ‘approve’


e-Profile Application - Microsoft Internet Explorer provided by Weed Army Comunity Hospital
https://medpros.mods.army.mil/eProfile/admin/UsersApproval.aspx?Status=300
File Edit View Favorites Tools Help
e-Profile Application
e-Profile
ELECTRONIC PROFILING SYSTEM
Michael Haenelt, CIV, Installation Administrator, FT IRWIN
Logout
Profile MEB PEB Reports Administration My Account
Users Pending Approval
Users Nearing Expiration
Users Nearing Expiration
Administration > Approve Users
help center
[+] Click to show search filter
Rows per page: 50
Requestors Name | Date Requested | User Role | Address | Location | Rank
Ainsworth, Aaron | 20110301 | Unit Manager | 11th Armored Cavalry Regiment | FT IRWIN | SSG | Approve
Anderson, Stacy | 20110208 | Unit Manager | BLDG 278 7th street | FT IRWIN | SGT/P | Approve
Camp, Curtis | 20110303 | Unit Manager | USA MEDDAC, Medical Company, BLDG 148 | FT IRWIN | MSG/P | Approve
Felock, Eric | 20110207 | Unit Manager | 5094 D Superior Valley court | FT IRWIN | SSG/P | Approve
Kincey, Vernon | 20100325 | Unit Administrator | 6400 Range Road | FT IRWIN | SGT | Approve
Kubo, Timothy | 20110222 | Unit Manager | 3329 W FLORIDA AVE | FT IRWIN | SSG/P | Approve
Kulju, Lisa | 20110223 | Unit Administrator | BLDG 295 | FT IRWIN | SGT/P | Approve
Meares, Kenetta | 20110303 | Unit Manager | 67 Langford Lake Rd Apt 1B | FT IRWIN | SSG/P | Approve
Mendozacarrasquillo, Hernan | 20110215 | Company Commander Clerk | 58th ENG 11th ACR | FT IRWIN | SFC/P | Approve
Sanz, William | 20110126 | Company Commander Clerk | 8100A Salerno Dr. | FT IRWIN | 1LT | Approve
Zavala, Alejandro | 20110126 | Unit Administrator | BLDG 279 D | FT IRWIN | 1SG/P | Approve
RECORDS FOUND 11
Export
use of this application constitutes consent to monitoring for all lawful purposes
HIPAA Policy Privacy and Security Notice
Done
Internet
100%

How to approve eProfile account requests

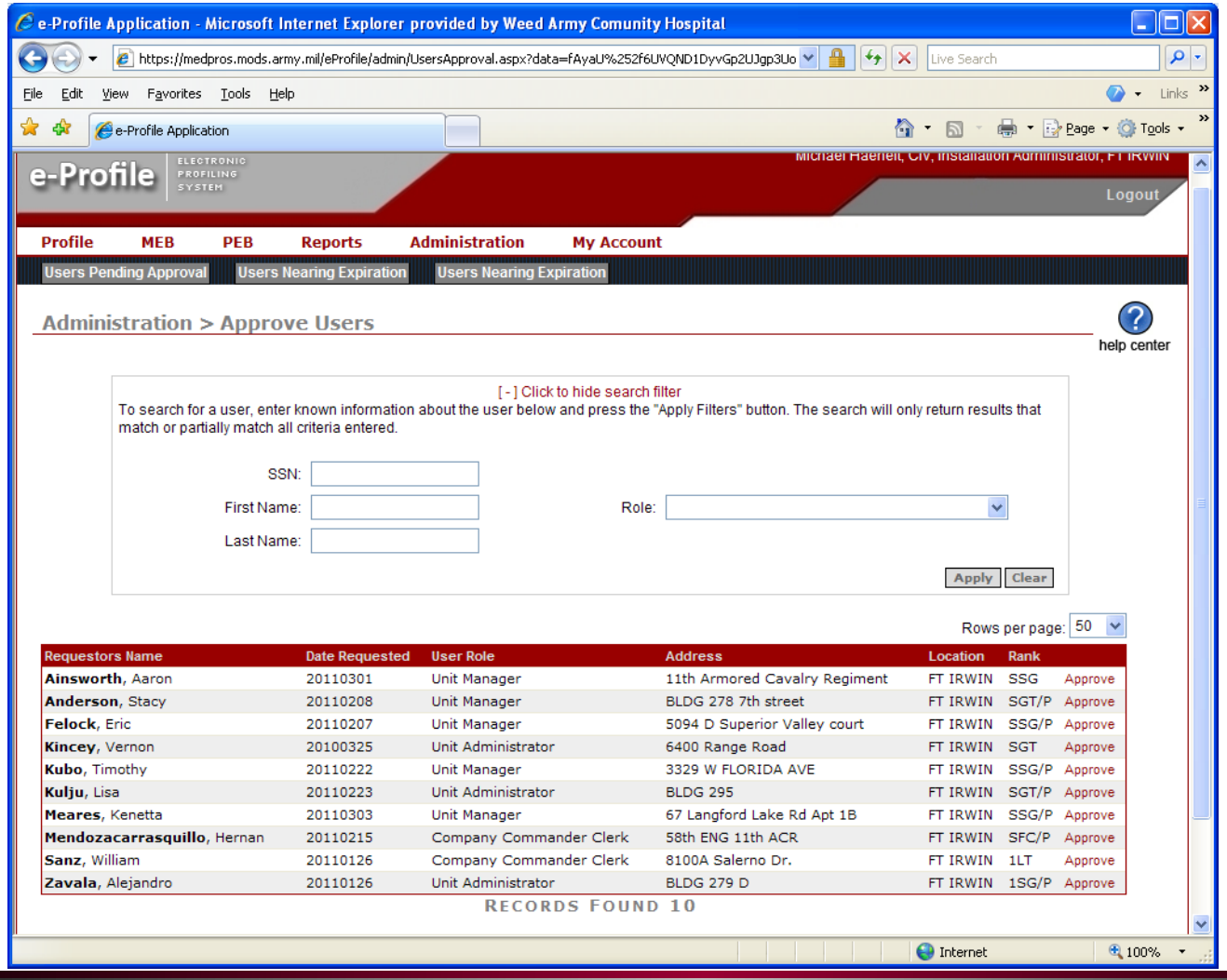
Click the account status drop down arrow, and select '**active**' if user role is appropriate. (You can change role if needed)
Make sure the UIC is right, and the issuing clinic reflects the unit, then select update

Active drop down option



How to approve eProfile account requests

Screen will return to users requesting accounts, with that approved name removed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https://medpros.mods.army.mil/eProfile/admin/UsersApproval.aspx?data=fAyaU%252f6UVQND1DyvGp2UJgp3Uo
File Edit View Favorites Tools Help
e-Profile Application
e-Profile ELECTRONIC PROFILING SYSTEM
Logout
Profile MEB PEB Reports Administration My Account
Users Pending Approval Users Nearing Expiration Users Nearing Expiration
Administration > Approve Users
help center
[-] Click to hide search filter
To search for a user, enter known information about the user below and press the "Apply Filters" button. The search will only return results that match or partially match all criteria entered.
SSN:
First Name:
Last Name:
Role:
Apply Clear
Rows per page: 50
Requestors Name | Date Requested | User Role | Address | Location | Rank
Ainsworth, Aaron | 20110301 | Unit Manager | 11th Armored Cavalry Regiment | FT IRWIN | SSG | Approve
Anderson, Stacy | 20110208 | Unit Manager | BLDG 278 7th street | FT IRWIN | SGT/P | Approve
Felock, Eric | 20110207 | Unit Manager | 5094 D Superior Valley court | FT IRWIN | SSG/P | Approve
Kincey, Vernon | 20100325 | Unit Administrator | 6400 Range Road | FT IRWIN | SGT | Approve
Kubo, Timothy | 20110222 | Unit Manager | 3329 W FLORIDA AVE | FT IRWIN | SSG/P | Approve
Kulju, Lisa | 20110223 | Unit Administrator | BLDG 295 | FT IRWIN | SGT/P | Approve
Meares, Kenetta | 20110303 | Unit Manager | 67 Langford Lake Rd Apt 1B | FT IRWIN | SSG/P | Approve
Mendozacarrasquillo, Hernan | 20110215 | Company Commander Clerk | 58th ENG 11th ACR | FT IRWIN | SFC/P | Approve
Sanz, William | 20110126 | Company Commander Clerk | 8100A Salerno Dr. | FT IRWIN | 1LT | Approve
Zavala, Alejandro | 20110126 | Unit Administrator | BLDG 279 D | FT IRWIN | 1SG/P | Approve
RECORDS FOUND 10
Internet
100%

How to View Profiles

1) Go to www.mods.army.mil

2) Select link for e-Profile

3) Login with your CAC

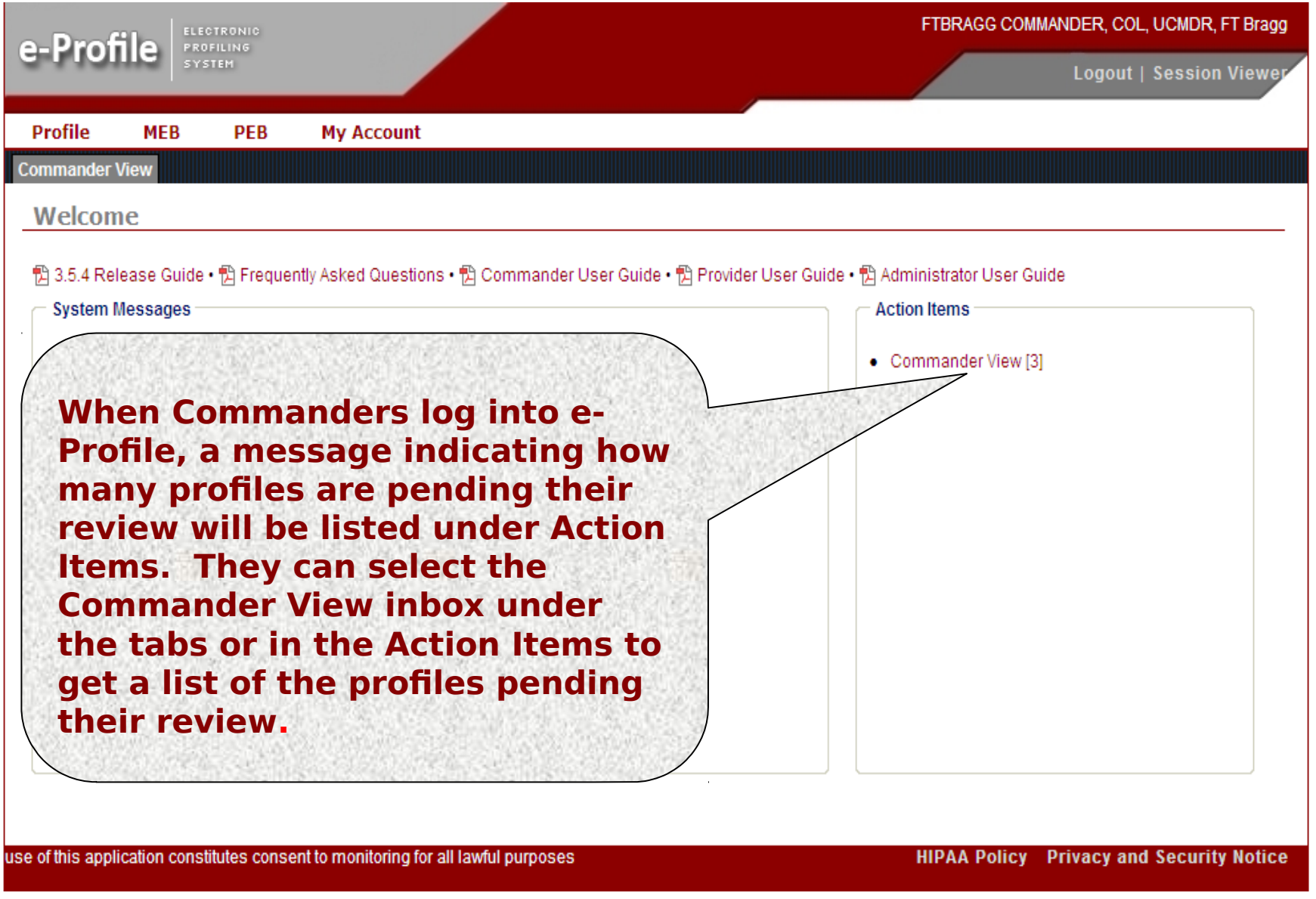
4) Click on “Commander View” under “Action Items” on right side of screen. The number of profiles waiting to be viewed is displayed

5) Hover over “Profile”

6) Click “View All Profiles”

7) The next screen will have filter options at the top. Commanders can narrow or expand their search by modifying the filters.

How to view profiles screen shot


e-Profile
ELECTRONIC PROFILING SYSTEM
FTBRAGG COMMANDER, COL, UCMDR, FT Bragg
Logout | Session Viewer
Profile
MEB
PEB
My Account
Commander View
Welcome
3.5.4 Release Guide • Frequently Asked Questions • Commander User Guide • Provider User Guide • Administrator User Guide
System Messages
Action Items
Commander View [3]
When Commanders log into e-Profile, a message indicating how many profiles are pending their review will be listed under Action Items. They can select the Commander View inbox under the tabs or in the Action Items to get a list of the profiles pending their review.
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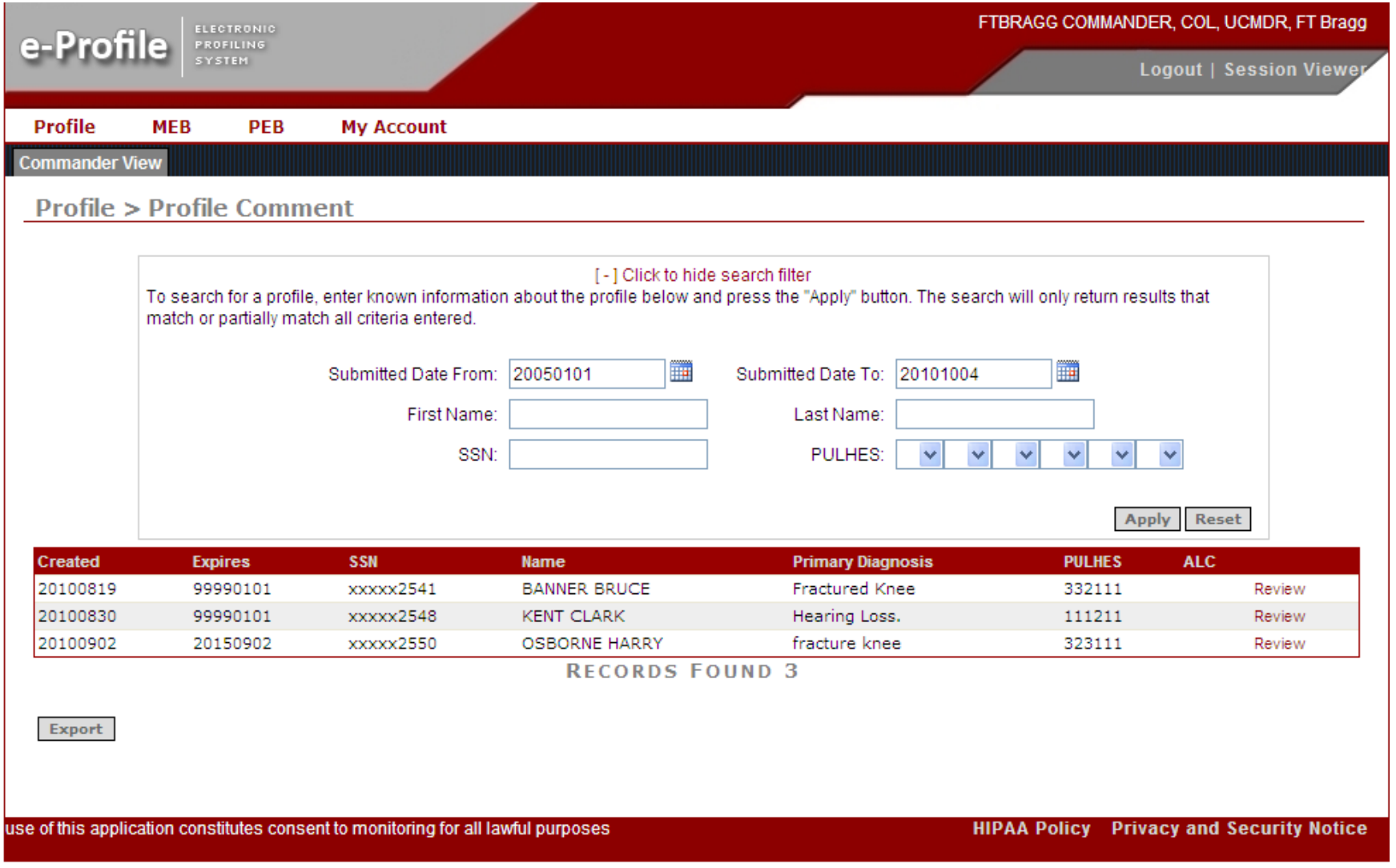
View Profiles


e-Profile
ELECTRONIC PROFILING SYSTEM
FTBRAGG COMMANDER, COL, UCMDR, FT Bragg
Logout | Session Viewer
Profile
MEB
PEB
My Account
Commander View
Profile > Profile Comment
[-] Click to hide search filter
To search for a profile, enter known information about the profile below and press the "Apply" button. The search will only return results that match or partially match all criteria entered.
Submitted Date From: 20050101
Submitted Date To: 20101004
First Name:
Last Name:
SSN:
PULHES:
Apply
Reset
Created | Expires | SSN | Name | Primary Diagnosis | PULHES | ALC
20100819 | 99990101 | xxxxx2541 | BANNER BRUCE | Fractured Knee | 332111 | Review
20100830 | 99990101 | xxxxx2548 | KENT CLARK | Hearing Loss. | 111211 | Review
20100902 | 20150902 | xxxxx2550 | OSBORNE HARRY | fracture knee | 323111 | Review
RECORDS FOUND 3
Export
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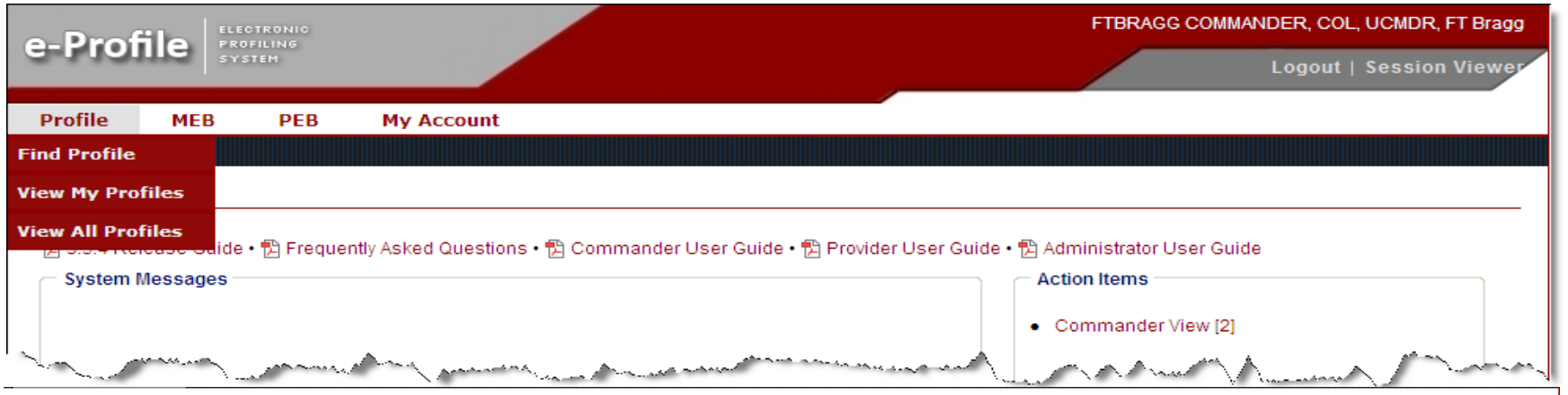
A list of profiles pending review will be returned. The user can narrow or expand their search by modifying the filters.

View All Profiles



Profile > View All Profiles

[-] Click to hide search filter

To search for a profile, enter known information about the profile below and press the "Apply" button. The search will only return results that match or partially match all criteria entered.

SSN: | Location: FT BRAGG (WOMACK ARMY MED CTR)

First Name: | UIC:

Last Name: | PULHES:

Submitted Date From: 20100904 | Submitted Date To: 20101004

Profile Type:

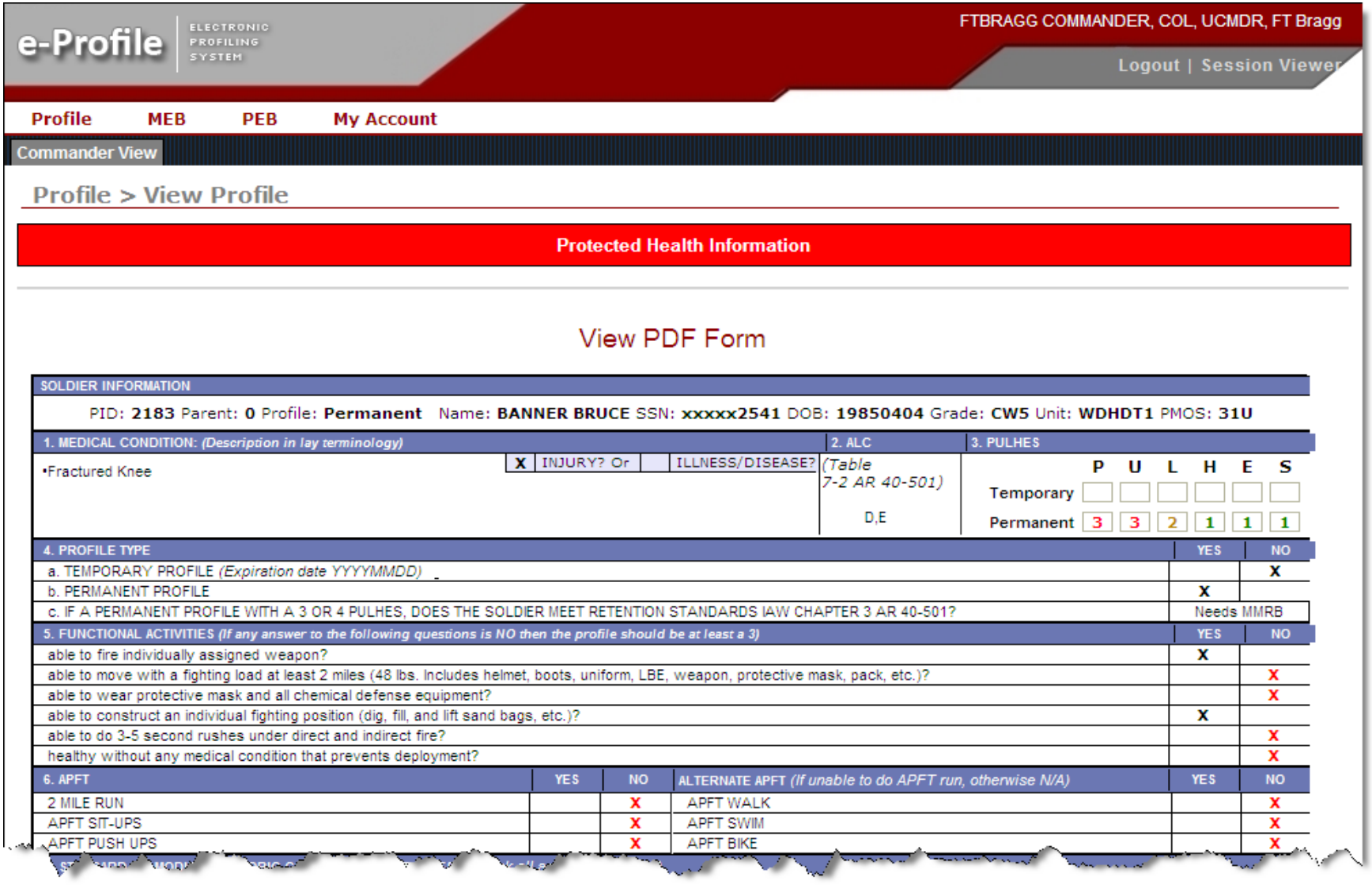
Apply | Reset

Status: Pending and Approved

Submitted	Expires	SSN	Name	UIC	Type	PULHES	Primary Diagnosis	Status	ALC		
20100921	20150902	xxxxx2550	OSBORNE HARRY	WDHDT1	Permanent	323111	fracture knee	Approved	D,E	View PDF	View

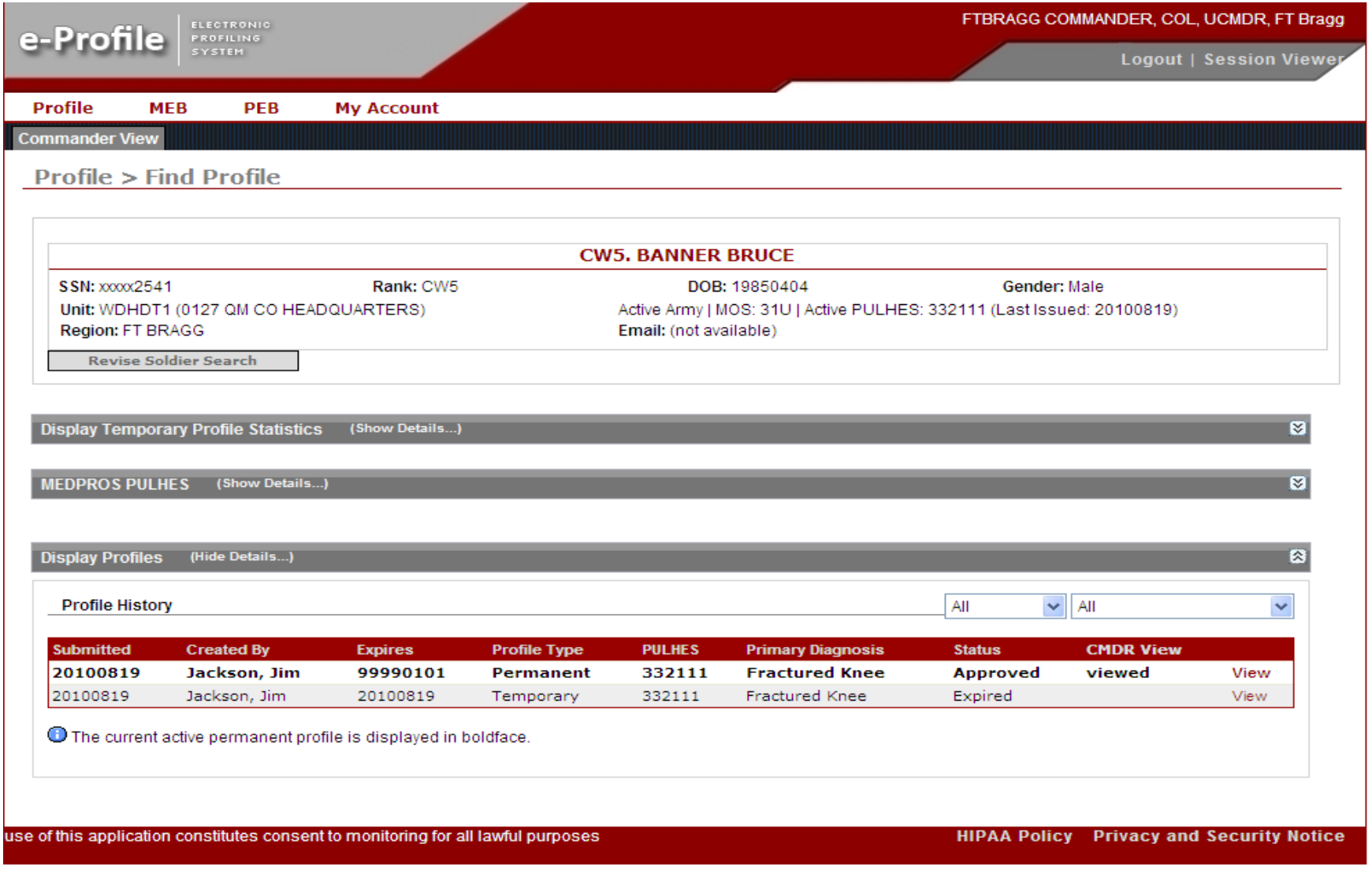
Export

View Profile PDF Form


e-Profile
ELECTRONIC PROFILING SYSTEM
FTBRAGG COMMANDER, COL, UCMDR, FT Bragg
Logout | Session Viewer
Profile
MEB
PEB
My Account
Commander View
Profile > View Profile
Protected Health Information
View PDF Form
SOLDIER INFORMATION
PID: 2183 Parent: 0 Profile: Permanent Name: BANNER BRUCE SSN: xxxxx2541 DOB: 19850404 Grade: CW5 Unit: WDHDT1 PMOS: 31U
1. MEDICAL CONDITION: (Description in lay terminology)
2. ALC
3. PULHES
•Fractured Knee
X INJURY? Or ILLNESS/DISEASE?
(Table 7-2 AR 40-501)
D,E
P U L H E S
Temporary
Permanent 3 3 2 1 1 1
4. PROFILE TYPE
YES
NO
a. TEMPORARY PROFILE (Expiration date YYYYMMDD)
b. PERMANENT PROFILE
X
c. IF A PERMANENT PROFILE WITH A 3 OR 4 PULHES, DOES THE SOLDIER MEET RETENTION STANDARDS IAW CHAPTER 3 AR 40-501?
Needs MMRB
5. FUNCTIONAL ACTIVITIES (If any answer to the following questions is NO then the profile should be at least a 3)
able to fire individually assigned weapon?
able to move with a fighting load at least 2 miles (48 lbs. Includes helmet, boots, uniform, LBE, weapon, protective mask, pack, etc.)?
able to wear protective mask and all chemical defense equipment?
able to construct an individual fighting position (dig, fill, and lift sand bags, etc.)?
able to do 3-5 second rushes under direct and indirect fire?
healthy without any medical condition that prevents deployment?
6. APFT
ALTERNATE APFT (If unable to do APFT run, otherwise N/A)
2 MILE RUN
APFT SIT-UPS
APFT PUSH UPS
APFT WALK
APFT SWIM
APFT BIKE

The Commander can review the profile via the View Profile or by selecting View PDF Form

Find Profiles



The Profile History grid reflects which profiles have been viewed by the Commanders

Resources

- eProfile on USA MEDDAC site:
  - http://www.irwin.amedd.army.mil/pages/EProfile.html
- eProfile help center:
  - https://medpros.mods.army.mil/eProfile/Help/Center/
  - User guides, implementation guide, ALARACTS, OPORD

Assistance

Help Desk
(703) 681-4976, toll free (888) 849-4341
DSN 761-4976
medpros-eprofile@asmr.com

Mr. Philip Paternella
MODS Program Manager
Health Policy and Services, Office of The Surgeon General
(703) 681-3117, DSN 761-3117 otsg.med_readiness@amedd.army.mil

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